G. R. S. 58]

Previous references.

File No. 39 (6), pm

1916.

(E. A.G.)

Serial Nos. 1 – 2

Later references.

GENERAL AND REVENUE SECRETARIAT.

P.19

Serial Nos. 1 – 2

Part B for

SUBJECT.

Record Rules.

G.O. No 39 (6) - E.A.G. 18th May 1916.
Sanctions Record Rules for the Infantry Regimental Offices.

GPB—10,000—23-3-15

G.R.S. 11] 1914-5-

GENERAL AND REVENUE SECRETARIAT.

(Mily)

NOTES.

Mily File No. 188-A

FILE HEADING.

Rules for destruction of records in the Military Department —.

From

The Chief Commandant M.S. Troops -

No. 5813. Dated 1. 5. 15. Received 3. 5. 15.

Diary No. 9868	Enclos. 3.	Spare Copies. —	Serial No. 1

BRIEF ABSTRACT OF LETTER.

Forwards a draft of the rules proposed for the periodical destruction of unserviceable records of the Infantry Regiments —.

NOTES AND ORDERS.

1 The letter of 26. 3. 15 referred to in the present reference has been sent to E.A. Branch.

2 The rules proposed are similar to those sanctioned for the destruction

NOTES—First Sheet.

8

9818 3 2

G. R. S. 12]

General and Revenue Secretariat. | Misc. File No. 188 of 1916

Serial No.

Flag O.

of records of the Chief Commd's office (Misc. file 78-11).
Submitted for orders—
As in 3 forwarded to E & Branch 5/5. in continuation of previous repn. in favour of a rule as to the suitability of the rules.

H.P. 6/5-15

1876 21575

"No: 12. acquittance rolls" in list II is proposed to be destroyed after 5 years & may be preserved permanently as in all other offices.
"No: 23 Pay Remittance book" proposed to destroyed at the end of 3 years may similarly be kept permanently.
"No: 2 weekly reports" in list II may be destroyed at the end of one year as in the case of those of Cavalry regiments, instead of 2 years as proposed.
Some provision in the rules seems desirable in the matter of fixing responsibility to sort the records.

Ruled
14/5/15. 3 — As regards the accounts the comptroller may perhaps be consulted. For the rest, the rules call for no remark

15/5

H.P. 17/5-15

NOTE—Contn. sheet.

For V

GPB—25,000—23-1-15

4 (3

G. R. S. 12]

General and Revenue Secretariat. | Mily File No. 1588 of 1914.

No. 184-14 with
the records called for

Serial No.

6 Forwarded to the Comptroller in Mysore for favour of opinion

by order
for Secretary
Genl Secs Dept
17/5-15

7 R 267 5.7.1915

Rio. 225. 8/18.5.15.

1. The rules may be approved with the following modifications :--

2. In the lists A, B, forwarded by the Chief Commandant with his letter No. 5813 of the 1st May last, certain books and registers now maintained in the Infantry Offices are not mentioned for example, the vasuli Baraward or deduction register, the muster roll, the paybooks and the Insurance receipt books; and all these except the Insurance receipt books should be preserved for at least 3 years.

3. The Acquittance Rolls No. 12 in list B should be preserved permanently or for not less than 30 years.

4. The accounts of the Infantry Offices are required to be locally audited and it must be laid down as a rule that no book or record maintained in list B should be destroyed before the accounts of the period to which it relates are audited by the local audit staff of the Comptroller's Office.

NOTE--Contn. sheet.

GPB—25,000—22-3-15

G. R. S. 12]

General and Revenue Secretariat. | Mily File No. 188 of 1914.

Serial No.

5. It is presumed that the rules for the guidance of record-keepers in the preservation and registry of records sanctioned in Government Order No. R 1336-65 dated 19th November 1903 will mutatis mutandis apply.

Mysore 30th June 1915. J Chakravarti Comptroller

8/7

8 Subd.
The file may, if approved, be forwarded also to the Chief Comd.t for favour of furnishing a revised draft in the light of the Comptroller's opinion.

2/7

8/7

9 Forwarded to the Chief Commandant, Mysore State Troops for favour of remarks & a revised draft of the rules.

By order

Bangalore 8 July 1915. K. Subbarao Jr Secy. to Govt. for Genl & Rev Depts.

12 There is no objection to the Comptr's Remarks being carried out. However a Post-audit system would enable [illegible] of these old records being kept for so long a period. 12.7.15 A Jones Offg CC.

2 Q.O. 2-15 Ce

if a revised draft is [illegible]

NOTE—Contn. sheet.

6/8/15 Ag Chief Accts Officer CC. [illegible]

GSP—2700—8-12-14—

6 5

Revised Copy

Books and Records of the Mysore Infantry.

-----:o:O:o:,,----

List I Permanent Records.

1. "From & "To" Register.
2. Register of men.
3. Gradation books of officers and Non-commissioned Officers
4. -do- Sepoys
5. General Defaulter Book
6. Naphari Book.
7. Important letters and orders received from Chief Commandant.
8. Mysore Gazette.
9. Recruit Roll copy book.
10. All printed books and Regulations.
11. Annual schedule of office establishment.
12. Circular Diaries.
13 Woollen Ledger book and Store Account.
14. Regimental cash book
15. Regimental order Book
16. Retiri-ng Fund Accounts
17. Cash Balance statements
18 Register of records destroyed.
19. Insurance receipt Book
20. Acquittance roll
21. Treasury Remittance Book

newly added 22. Register of articles of furniture
23. Letter Books.

List II Records of the Mysore Infantry to be preserved for fixed periods.

(1) for -----:o:O:o:-----

1. Monthly enlistment & dismissal statement				5 years from Accounts Relating to the period Are audited.
2. Weekly reports	...	...	...	1 year.
3. Dri-ll programme	...	...	...	2 years
4. Mont-hly returns	...	...	...	3 years.
5. Quarterly -do- of arms.	...	...	...	3 years.

6. Q-uarterly returns of promotions etc	...	3 years
7. Miscellaneous letters reports etc rece-ived and despatched	...	3 "
8. Leave Ledger	...	5 "
9. Stationery account.	...	3 "
10. Cash vouchers for payments	...	3 "
11. Cash receipts	...	3 "
12. List of advances	...	3 "
13. Copies of pay, travelling allowance, House rent bills etc	...	3 "
14. Cart hire bill book		3 "
15. Dress i-ndent book	...	3 "
16. -do- Issues & Receipt Book	...	3 "
17. Miscellaneous reports etc which find an entry in permanent record.	...	1 "
18. Reports of dismissal for desertion and other important reports	....	2 "
19. Local De livery post books		3 "
20. Leave chi-ts	...	1 "
21. Attendance Register	...	3 "
22. Service Stamp account book	...	3 "
23. Monthly Drill instructions allowance list	...	2 "
24. Vassuli Barvard 25. Muster roll 26. Pay books	...	3 "

N.B. No book or record referred to in the above should be destroyed before the accounts of the period to which it relates are audited by the Local audit staff of the Comptroller's Office (presuming that the Local audit will be conducted at least one in 3 years.)

OFFICE OF THE CHIEF COMMANDANT MYSORE STATE TROOPS

5/8/15

8 7.

G. R. S. 12]

General and Revenue Secretariat. | July File No. 188 of 1914.

Serial No.

13 Rules are the lists of records to be preserved permanently and of those to be destroyed after certain specific periods are approved, any additions ~~additions~~ or alterations in them seem to require Govt Sanction. In this view, the 2nd Sentence of Rule 1 namely that additions and alterations shall be made under the orders of the Chief Controller may be omitted - & such power is delegated to any Revenue officer (Vide Govt. No. R. 1356-65 dated 19. 11. 1903)

L

R

14 Serials 19 and 21 may be omitted from List 1 as these are not recommended by the C to be permanently preserved by the Comptroller, and included in List 2.

para 4 of the note

15 In para 12 the words "presuming that the Local audit will be conducted at least once in 3 years" may perhaps be omitted.

Notes

AP 15
23/8.

7/9-15

NOTE—Contn. sheet.

GPB—25,000—30-4-15

G. R. S. 12] .

General and Revenue Secretariat.

E A File No. G/38(61). of 191 .

Serial No.

Submd.

MW
10/9/15

To be examined as per
instructions & brought up
Secy
10/9/15

The Chief Comptr: has submitted a revised list embodying the omissions pointed out by the Comptr:. Since no record as per Comptr's suggestions
or book falling under list II could be destroyed before the audit of the accounts by the local audit staff of the Comptr's office, we may have an uniform period of 5 years instead of having different periods (1, 2, 3 & 5 years) and it might reasonably be hoped that there will be an audit once at least during this period. Re suggestion of Branch V vide para 4 (a) (b) (c) 18 & 19 & 21 in list I may be allowed to remain unchanged as according to the Standard periods suggested by the Comptr: 18 & 21 rightly comes under "records of permanent preservation". "Register of furniture" has been newly added in list I. "Stationery register" which is proposed to be retained for 3 years or until audit, has according to the Standard periods suggested by the Comptr: to be preserved for 10 years. No exception in this single case seems necessary.

Submd
MGR
30/12/15 MW

NOTE—Contn. sheet.

GPB—25,000—30-4-15

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a. R. S. 12]

General and Revenue Secretariat.

E. A. File No (G) 39/16 of 191 .

Serial No.

Subject:- Record rules for the Infantry Regiments.

- - - - - - - -

The accompanying file on the above subject is forwarded, with compliments, to the Comptroller to the Government, for favour of his views in the matter of adopting a uniform period of 5 years for papers in list II. It is not clear if all the records and registers included in this list will be required for audit. Apparently some are not, e.g., weekly reports, drill programmes, etc. The papers requiring preservation till audit may kindly be indicated.

P.D
N. Rama Rao
For Secretary to Government,
General Department.

17th January 1916.

VIII 29/1 R 379 19.1.16

389 26.1.16

There is no objection to the adoption of a uniform period of 5 yrs. for papers in list II. The papers requiring preservation till audit are as indicated - item nos 1, 8, 9, 10 11, 12, 13, 14, 15, 16, 20, 21, 22, 23, 24, 25 & 26 —

H. Narasimha Iyengar
for Comptr.

21-1-16.

29/1

NOTE—Contn. sheet.

GPB—20,000—30-6-15.

B

G. R. S. 12]

General and Revenue Secretariat. | E&A File No. (G/ 39(6) of 191 .

Serial No.

W.O. 83[illegible]/15
CE

Draft f.o. dated
4/5/16 to Br V for remarks,
if any, on the draft order
HMS
4/5/16

Subj
The Branch has no remarks
to offer.
HB 4/5-16
J. Hue for VIII
C 4/5-

The draft order may be
approved.
HMS Chandler
Extraordinary Member) 4/5/16

Draft approved by the Extra-ordinary Member with a slight addition to Rule 1.
6. 5. 16. HMS

Issue
HMS
8/5/16

V G.O.No. & 39(6) - E&A dy 18-5-16 Sanctioning record rules for the Infantry Regimental Offices.

NOTE—Contn. sheet.

GPB—70,000—17-12-15

D.no.446/EA 12 Sl no 3.
3-5-1915

GPB—1,500—14-7-14

C. C. O. 3]

OFFICE OF THE CHIEF COMMANDANT,

MYSORE STATE TROOPS,

Dated the 1st May 1915.

No. 5813
Enc. 3

DIARY No. 9868

FROM

Lt.Col., A.A.Jones, I.A.,
~~COLONEL J. DESARAJ URS, C.I.E., M.V.O.~~,
Offg. *Chief Commandant, Mysore State Troops.*

3/4-1915
SECTION July
Bangalore. 2

To

D.M.Narasinga Rao Esq., B.A., B.L.,
Offg.Secretary to Govt.of H.H.the Maharaja
of Mysore General & Revenue Departments.

Sir,

DN: 3778 29.3.15.

In continuation of my letter No 4921 dated 26th March 1915, I have the honor to forward herewith a draft of the rules proposed for the periodical destruction of the unserviceable records of the Infantry Regiments for the approval and orders of Government

I have the honor to be
Sir,
Your most obedient servant.

A Jones Lt.Col.,
Offg. Chief Commandant,
Mysore State Troops.

13

Rules for the periodical destruction of unserviceable records in the Office of the Mysore Infantry.

---

(1) All records shall be sorted into two classes permanent and Temporary as per lists appended. Additions to and alterations in these lists shall be made under the orders of the Chief Commandant who shall obtain the approval of Govt for the same

(2) All records connected with accounts will be preserved permanently except those mentioned in list II.

(3) All records detailed in list II shall after final disposal in cash case be distinctly marked by the Vakeel with figures indicating the period for which they will be preserved and shall be kept in separate files for each official year to facilitate the picking up of reference, if any, and the final destruction after the expiry of the period fixed for each.

(4) About the middle of April each year, all the records whose period of preservation has expired, shall be checked again and a correct list thereof prepared and submitted to the Chief Commandant for orders.

(5) On receipt of orders such records will be destroyed in the month of July following. The records should first be torn to pieces and then burnt in the presence of the Quarter Master who shall sign a certificate to the effect that the records were properly destroyed on the particular date.

Lt.Col.,
Offg. Chief Commandant,
Mysore State Troops.

3

BOOKS AND RECORDS OF THE MYSORE INFANTRY.

LIST I. PERMANENT RECORDS.

1. "From" and"TO" Registers
2. Register of men.
3. Gradation books of Officers and Non Commissioned Officers
4. Gradation books of sepoys.
5. General Defaulter book.
6. Nappari Book.
7. Important letters and orders received from Chief Commandant.
8. Mysore Gazette.
9. Recruit Roll Copy book.
10. All printed books and Regulations.
11. Annual Schedule of office establishment.
12. Circular Diaries.
13. Woollen ledger book and store account.
14. Regimental Cash book.
15. Regimental Order Book.
16. Retiring fund accounts.
17. Cash Balance statements.
18. Register of records destroyed.

Draft,

Lt.Col.,
Offg. Chief Commandant,
Mysore State Troops.

LIST II RECORDS TO BE PRESERVED FOR FIXED PERIODS.

1.	Monthly enlistment and Dismissal statements.	5 years.
2.	Weekly reports.....	2 years.
3.	Drill programme.....	2 years.
4.	Monthly returns.....	3 years.
5.	Quarterly returns of arms.....	3 years.
6.	-do--- Promotions etc.....	3 years.
7.	Miscellaneous letters reports etc, received and despatched.....	3 years.
8.	Leave ledger.....	5 years.
9.	Stationery account.....	3 years.
10.	Cash vouchers for payments.....	3 years.
11.	Cash Receipts.....	3 years.
12.	Acquittance Roll.....	5 years.
13.	List of advances.....	3 years.
14.	Copies of pay Travelling allowance bill, house rent etc.,.....	3 years.
15.	Cart hire bill book.....	3 years.
16.	Dress Indent book.....	3 years.
17.	Dress issue and receipt book.....	3 years.
18.	Miscellaneous reports etc, which find an entry in permanent records.....	1 year.
19.	Reports of dismissal for desertion and other unimportant reports.....	2 years.
20.	Local Delivery post books.....	3 years.
21.	Leave Chits.....	1 year.
22.	Attendance Register.....	3 years.
23.	Treasury remittance book.....	3 years.
24.	Service Stamp account book.....	3 years.
25.	Monthly drill instructions allowance list....	2 years.

(Draft)

Lt.Col.,
Offg. Chief Commandant,
Mysore State Troops.

G.R.S. 28]

16

To Press in 16/5/16 session 18.5.16.

G. A. File No. (G) 39 (6)
Serial No.

Diary No. of letter replied to

Proceedings of the Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE SECRETARIAT.
( )

, *the* 191 .

READ—

Letter No: 5873 of the 1st May 1915 from the Chief Court: Mysore State Troops submitting for the approval of Govt: a set of draft rules for the preservation and periodical destruction of records in the Infantry regimental offices.

2. Correspondence ending with the Comptr's memo No: 388

over.

Date of issue

Signed by

ORDER THEREON.—No.

SUBJECT.

GPB—50,000—1-12-12

of the 26th January 1916 containing his ~~suggestions~~ views with regard to the periods for which certain registers and records are to be preserved.

Order thereon No: 39/16 - G.A.G. of 18th May 1916.

The draft rules and the lists received from the Chief Commandant are approved with slight modifications and printed as an appendix to this order.

AMW 1/2/16 Seq to Govt. Genl depts.

6.5.16.

WPR 31/1/16 MW

To

The Chief Comdt. Inspr of State Troops

Copy to Branch V.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 39 (b)—E. A. G., dated 18th May 1916.

Record Rules.

Sanctions — for the Infantry Regimental Offices.

W. D. 2869—GPE—26-5-16—250

No. 39 (b)—E. A. G., DATED 18TH MAY 1916.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Letter No. 5813, dated the 1st May 1915, from the Chief Commandant, Mysore State Troops, submitting for the approval of Government a set of draft rules for the preservation and periodical destruction of records in the Infantry Regimental Offices.

2. Correspondence ending with the Comptroller's Memo No. 388, dated the 26th January 1916, containing his views with regard to the periods for which certain registers and records are to be preserved.

Order No. 39 (b)—E. A. G., dated 18th May 1916.

The draft rules and the lists received from the Chief Commandant are approved with slight modifications and printed as an appendix to this order.

D. M. NARASINGA RAO,
Secy. to Govt., Gen. Dept.

To—The Chief Commandant, Mysore State Troops.

Exd.—C. R.

No. 39 (b)—E. A. G., DATED 18TH MAY 1916.

Rules for the periodical destruction of unserviceable records in the offices of the Mysore Infantry.

(1) All records shall be sorted into two classes, permanent and temporary, as per lists appended. Additions to and alterations in these lists shall be made under the orders of the Chief Commandant who shall obtain the approval of Government for the same.

(2) All records connected with accounts will be preserved permanently except those mentioned in list II.

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14. Regimental cash book.
15. Do order book.
16. Retiring fund accounts.
17. Cash balance statement.
18. Register of records destroyed.
19. Insurance receipt book.
20. Acquittance roll.
21. Treasury remittance book.
22. Register of articles of furniture.
23. Service books.

LIST II—RECORDS TO BE PRESERVED FOR FIXED PERIODS.

(i) *Till after audit and receipt of Government Orders thereon.*

1. Monthly enlistment and dismissal statement.
2. Leave ledger.
3. Stationery account.
4. Cash vouchers for payments.
5. Cash receipts.
6. List of advances.
7. Copies of pay, travelling allowance and house rent bills, etc.
8. Cart-hire bill book.
9. Dress indent book.
10. Dress issues and receipt book.
11. Leave chits.
12. Attendance register.
13. Service stamp account book.
14. Monthly drill instructions allowance list.
15. Vasuli baravard.
16. Muster roll.
17. Pay books.

(ii) *For five years.*

1. Weekly reports.
2. Drill programme.
3. Monthly returns.
4. Quarterly returns of arms.
5. Quarterly returns of promotions, etc.
6. Miscellaneous letters, reports, etc., received and despatched.
7. Miscellaneous reports, etc., which find an entry in permanent record.
8. Reports of dismissal for desertion and other unimportant reports.
9. Local delivery and post books.